

State History Day Contest Registration

Contest Date: Saturday, April 23rd, 2016

Contest Location: College of Idaho, Caldwell, ID

This guide contains information to help teachers, students, and parents register and prepare for the National History Day in Idaho state contest. It will assist you in completing your online registration. Participants should read this guide carefully before beginning.

REGISTRATION INSTRUCTIONS

Each registrant – whether a teacher or student – must have a Registration Profile in the online registration system. Student accounts must first be established by a teacher or the Coordinator for National History Day in Idaho, Lori Hickman, before the student can register.

All registrants will need the following items:

- Home Telephone Number
- Home Contact Information
- Your Email Address (*valid email addresses are required*)

Students and Teachers will need these additional items:

- Teacher Name and School
- Entry Category, Division, and Title
- Names of All the Students in a Group Entry
- Description of Entry
- Purchase Order Number (if applicable)

Registration will open on Monday, February 29th and will close promptly at 11:59 PM MST on Friday, April 1st.



Contact
Lori Hickman
National History Day in Idaho
State Coordinator
lori.hickman@ishs.idaho.gov

STEP ONE: LOGGING INTO ONLINE REGISTRATION

Begin the registration process by going to the National History Day in Idaho web page: <http://history.idaho.gov/national-history-day-idaho>. Click on the “register for your regional or the state contest here” link. Then click on the “2016 National History Day in Idaho” link on the NHD Online Registration web page, and on the next page select your registrant type from the drop down menu (“Educator with Competing Students” or “Competing Student”).

TEACHERS

You MUST log into the NHD online registration system to set up your teacher profile and enter information for your students BEFORE they can log in and complete their registration.

- **If this is the first time you are registering for a contest online this year**, click on the red link (*Don't have a username and password? Click here to begin*). You will then enter basic information and create your new username and password. You can then log in and begin entering information for your school, students, and their entries, and complete your registration. *Note: it is important that you enter complete and correct information for yourself, your students, and their entries. This information is used for contest materials, and allows contest coordinators to contact you or the students should there be a problem.*
NOTE: Every student must be linked to a **category** and **title** before they can register.
- **If you have registered for a regional contest online this year**, use your same username and password to log in. If you cannot remember your username/password, or if it does not seem to work, contact Lori Hickman, State Coordinator, lori.hickman@ishs.idaho.gov, 208-780-5190. Once you are logged in, you will enter information for your school, students, and their entries, and complete your registration.

STUDENTS

- **If this is the first time you are registering for a contest online this year**, click on the red link (*Don't have a username and password? Click here to begin*). You'll be asked to identify yourself using your school's state, your first and last name, and the last four digits of your home telephone number. Once the registration system has located your information, you will be asked to create a username and password. Once your username and password are created, the system will “log you in” so you can continue registering. *Note: If you are having difficulty logging in, check with your teacher first to make sure he/she has entered your correct information.*
- **If you have registered for a regional contest online this year**, use your same username and password to log in. If you cannot remember your username/password, or if it does not seem to work, contact Lori Hickman, State Coordinator, lori.hickman@ishs.idaho.gov, 208-780-5190. Once you are logged in, you can fill out the required information to complete your registration.

Please make a note of your username and password, as you will need them again should you wish to return later to update or complete your registration. This will also be your username and password for the National NHD contest should you advance.

STEP TWO: NAVIGATING YOUR REGISTRATION STATUS PAGE

Once you have logged in, you will be presented with your personal Registration Status Page. This page displays a list of items that are required for contest registration, as well as items that are optional. **Items marked with a red asterisk (*) are required.**

The registration status page features green “check marks” which allow you to quickly see which **required** items in your Registration Profile are complete. You can enter or update items linked from your Registration Status Page at any time **prior to the registration closing date** by logging in to this system and clicking on any linked item on your Registration Status Page.

- **Click “Save” at the bottom of each page** when you have finished entering or updating your information. This will take you back to the Registration Status Page, where the status of your items and any fees will be reflected.
- If you need to leave your online registration before completing all items, return to the Registration Status Page, and click the button at the bottom of the Status Page that says **“Finished for Now? Save and Log Out.”** This will ensure that you have properly recorded and saved your changes.
- Be sure to log in to the online registration system and complete all items, including payment for any applicable fees, before the registration deadline of **April 1st**.

STEP THREE: CONFIRMING YOUR REGISTRATION INFORMATION

You can receive a copy of your registration information by clicking the *“Email Me a Confirmation of My Registration”* button found at the bottom of your Registration Status Page. The registration system will send a recap of the information you’ve entered, including your username and password, to the “preferred e-mail contact” address you provided during your registration.

STEP FOUR: FINISH & PAY

Once you’ve completed all of your *required* Registration Status Items (indicated by a green check mark next to each required item), you can **begin the check-out process by clicking on the “Confirm Registration and Review Fee Summary” button at the bottom of your Registration Status Page.** (NOTE: If you have not completed all required information, you will not be able to finish this step). For each step of check-out, follow the instructions on each page.

The following information will appear on the bottom of the payment page:

Entry: YOUR ENTRY TITLE		
Student(s) associated with this entry:		
✓ YOUR NAME		
<input checked="" type="checkbox"/>	\$15	Entry Fee (Coordinator Assistant: Senior (grade 9-12) Exhibit--Individual)

Select the student(s) that you will be covering with a particular payment. Click “Next”, and then indicate the payment type (check or purchase order) and enter the details for your method of payment. Once your payment has been submitted, you will see a confirmation screen with a summary of your fees. A payment confirmation will be emailed to your “preferred e-mail contact” address. After the registration system has acknowledged your payment, you can log out of the system. If you want to log into your account again to check on the status of your fee payment (if you paid by check or purchase order), click on the “View Your Payment History” link, located in the red box at the top of the Registration Status Page. Additional payments can be made by clicking on the “*Confirm Registration and Review Fee Summary*” button at the bottom of your Registration Status Page.

Contest Fees

Each student must pay the \$15 registration fee to attend the NHD in Idaho state contest (for groups, each student must pay \$15, not \$15 per group entry). NHD in Idaho accepts checks and school purchase orders. Do not send cash. **If your school or any other organization is paying any of your fees, please include a purchase order number when you register. Otherwise, indicate that you will mail a check or money order for the full amount.**

Please make checks payable to:
Idaho State Historical Society
2205 Old Penitentiary Rd.
Boise, ID 83712
Attn: History Day

Please write the name of the student paid for on the memo line of the check, or if the check covers multiple students’ entry fees, please send a list of the names of all students whose fees are covered by the check.

PLEASE NOTE: Your contest registration is not complete until you have completed ALL items and submitted registration payment. No refunds will be issued once the state contest is over. If you are unable to represent your region at the state contest, please inform us immediately.

IMPORTANT CONTACT INFORMATION

For technical support issues or general registration questions, please contact Lori Hickman, NHD in Idaho Coordinator at lori.hickman@ishs.idaho.gov, or 208-780-5190.

IMPORTANT ENTRY INSTRUCTIONS

WRITTEN MATERIALS

- ***Historical Paper Entries:*** Submit **4 FINAL COPIES** of your entry which includes the Title Page, Paper, and Annotated Bibliography. Staple each copy once in the upper left corner. **Papers must be submitted to the Idaho Historical Museum, 214 Broadway Ave., Boise, ID 83702 by 5:00 p.m., Friday, April 1, 2016.**
- ***All other categories:*** Remember to bring multiple copies of your process paper and bibliography for your judges on the day of the event. Your written materials may not be enclosed in decorative report covers or have photographs/graphics on the title page.

WEB SITE STUDENTS

Entries must be created and published using the web site editing program located on the National History Day web site (www.nhd.org). You must submit your site's URL when you register. Process papers and bibliographies are included on the web site. **Access to all web site editing capabilities will be closed at 11:59 p.m. on Friday, April 1, 2016, and will remain closed until after the state contest.**

EVENT REGISTRATION

Students and teachers must check in to receive their packets which include: schedules, locations, certificates of participation, and other vital information.

Friday, April 22nd: check in early at the student reception hosted by the Friends of the Museum from 5:00-6:00 p.m. at the Idaho State Archives, 2205 Old Penitentiary Road, Boise, ID 83712.

Saturday, April 23rd: check in the morning of the contest beginning at 8am in the Jewett Auditorium on the College of Idaho campus.

Students and teachers **MUST** check in by 9am.

Exhibit Reminders

What to Bring

Bring your exhibit and any tools or materials you need for set-up the morning of April 23. You must also bring *4 copies* of your process paper and bibliography.

Word Count

Students must include the number of student-composed words in their exhibit on the cover page of their process paper and bibliography. They must also include the number of words in their process paper.

Set-Up

Make sure to have your exhibit completely ready to be judged by 9am Saturday morning. Students may have help carrying exhibits to the tables, and lifting the exhibits onto the table, but *students are required to do all the set-up themselves.*

Exhibit Judging

The judging of exhibits are open to the public, but spectators should be respectful while the judges are interviewing the students and not interfere with the interview process in any way.

Final Round judging

If your project advances to the final round of judging, you are not present for the judging – there is no interview in finals judging.

Exhibit Take-Down

Students may not remove their exhibit prior to the completion of final round judging. Once final judging is completed, exhibits may be taken down and removed from the exhibit area. All exhibits must be removed from the exhibit area no later than 6pm. If you are unable to stay to remove your exhibit, you must make arrangements with your teacher or a friend to remove your project for you. NHD in Idaho will not be responsible for any exhibits left behind.

Performance Reminders

What to Bring

Any props or background you will need for your performance. NHD in Idaho and the College of Idaho will not be able to provide any props for you. You must also bring *4 copies* of your process paper and bibliography.

Word Count

Students must include the number of words in their process paper on the title page of their process paper and bibliography.

Set-Up

Students may have help carrying props and background sets to their assigned performance room, but *students are required to do all set-up and take-down without help from parents or teachers.*

Performance Judging

Performances are open to the public. Audiences should remember to silence their cell phones and only enter and exit inbetween presentations.

Final Round Judging

If a final round is needed, performance finalists will be posted at approximately 1:30pm. If your project advances to the final round of judging, you will perform again, but there is no interview in finals judging.

Documentary Reminders

What to Bring

In addition to your documentary, you must also bring *4 copies* of your process paper and bibliography.

Word Count

Students must include the number of words in their process paper on the title page of their process paper and bibliography.

Available Equipment

Projectors and Windows-based computers will be provided in each room. Any documentaries using Apple based programs or apps such as iMovie should be reformatted or converted to be compatible with the Windows-based computers. Please test your documentary prior to arrival at the contest to minimize the problems that may occur.

Testing your Equipment

Students may test the equipment in their judging room between 8-9am on Saturday, April 23.

Set-Up

Students should use their five minute set-up time to test their equipment and sound levels.

Remember: all equipment must be student run!

Documentary Judging

Documentaries are open to the public. Audiences should remember to silence their cell phones and only enter and exit inbetween presentations.

Final Round Judging

Documentary finalists will be posted at approximately 1:30pm or as soon as preliminary judges make decisions. The top two projects from each room will advance to the finals round. If your project advances, you will show your documentary again but there is no interview in finals judging.

Website Reminders

Word Count

Students must include the number of student composed words contained in their website on the homepage of the site. They must also include the number of words in their process paper on the homepage.

National History Day Website Editor

Student websites must be created in the National History Day Website Editor:

<http://nhd.weebly.com/>

Website Lockout

Students will not be able to make changes to their websites after midnight on Friday, April 1. Students must click the PUBLISH button before this date and time, or the judges will be unable to view their site.

What to Bring

Students in the website category *do not* bring copies of the process paper and bibliography; those materials must be included on the website. Students also *do not* need to bring a laptop with them for project viewing.

Website Judging

Website judging is slightly different than other categories. NHD judges will have viewed the websites in advance of the state contest day, and will be conducting interviews with the students at the contest. *Interviews are not open to the public.*

Final Round Judging

If your project advances to the final round of judging, you are not present for the judging – there is no interview in finals judging.

Paper Reminders

Word Count

Students must include the number of words in their research paper on the cover page of their project.

What to Bring

Students in the paper category do not need to bring copies of their paper and bibliography; those materials have been sent to the judges in advance. Students may want to bring a copy of their paper for their own reference, but they do not need to bring copies for the judges.

Paper Judging

Paper judging is slightly different than other categories. NHD judges will have read the papers in advance of contest day, and will be conducting interviews with the students at the state contest. *Interviews are open to the public*, but audience members should silence their cell phones.

Final Round Judging

If your project advances to the final round of judging, you are not present for the judging – there is no interview in finals judging.